

**Franklin Farm Foundation
12700 Franklin Farm Road
Oak Hill, VA 20171
703 620-6230
foundation@franklinfarm.org**

FRANKLIN FARM FOUNDATION COMPLAINT FORM

INSTRUCTIONS

This complaint form is for use by persons who wish to file written complaints with Franklin Farm Foundation (the "Foundation") regarding the action, inaction or decision by the Foundation, its Board of Trustees or its management believed to be inconsistent with applicable laws and regulations.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Please include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Please attach any supporting documents, correspondence and other materials related to the complaint.

Sign, date and print your name and address below and submit this completed form to the Foundation at the address listed above.

COMPLAINT

Printed Name	Signature	Date
Mailing Address	Unit/Lot Address	E-mail Address
		Phone Number

Contact Preference: Phone E-mail Other

If, after the Foundation's consideration and review of the complaint, the Board of Trustees issues a final decision adverse to the complaint, you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
804/367-2941
CICOmbudsman@dpor.virginia.gov

For Foundation Use Only: Received by: _____ Date: _____ Time: _____